



Government of **Western Australia**
 Department of **Commerce**
 Consumer Protection

Application to change “Authorised Premises”

An Authorised premises is a location/vehicle that has been approved under the Act/s and issued a Certificate of Authorised Premises (“C.A.P.”).

If you are simply changing postal address, please email this information to licensingenquiries@commerce.wa.gov.au.

Motor Vehicle Repairers Act 2003 *Motor Vehicle Dealers Act 1973*

- **Motor Vehicle Repair Business Licence**
- **Motor Vehicle Dealers Licence**
- **Car Market Operators Registration**

Your application can be processed only if all the relevant information and supporting documentation is provided. At the time of lodging the application it must be complete and signed.

Note - this application form expires on 30 June 2015.

Department of Commerce
Consumer Protection

Licensing Advice Line
Telephone: 1300 30 40 64

Overseas callers: +61 (8) 9282 0459

Fax:
 (08) 9282 0861

(8.30 – 5.00 Weekdays)
 (Closed Public Holidays)

Licensing Branch

Ground Floor
 Forrest Centre
 219 St Georges Terrace
 PERTH WA

Postal

Licensing Branch
 Consumer Protection
 Department of Commerce
 Locked Bag 14
 CLOISTERS SQUARE
 PERTH WA 6850

Email

licensingenquiries@commerce.wa.gov.au

APPLICATION FEES **APPLY**

See page 4

Website:

[www.commerce.wa.gov.au/
 ConsumerProtection/licences](http://www.commerce.wa.gov.au/ConsumerProtection/licences)

INFORMATION REQUIRED

ONLY COMPLETE THE SECTIONS THAT RELATE TO THE YOUR BUSINESS

1. LICENCE INFORMATION

Please provide only the number/s of the licences that relate to this application to change authorised premises. If the change of premises relates to both a dealer’s licence and a repair business licence, separate applications are not required.

Motor Vehicle Dealer	Motor Vehicle Repair Business	Car Market Operator
MD	MRB	MO

2. CONTACT PERSON FOR APPLICATION

This person must be the licence holder or a director/partner of the licensee and must sign the declaration at part 5.

Name of person to contact

Email address

Telephone **Fax**

3. PREMISES INFORMATION

If there is not enough space please photocopy the relevant page and provide all required information.

Mobile Premises – applies only to Motor Vehicle Repair Businesses

If you intend to change mobile premises you must submit the following information for each motor vehicle (including, trucks, vans, cars, trailers, campervans or caravans) involved in the business of repairing motor vehicles.

Details of new Mobile Premises – Fee applies

Make of vehicle	Model of vehicle	Year	Vehicle colour	Registration number	Start date

Details of Mobile Premises to be ceased – No fee applies

Make of vehicle	Model of vehicle	Year	Vehicle colour	Registration number	End date

INFORMATION REQUIRED

Fixed Premises – applies to all licences

Is this application to add new premises to the existing licence **or** to move from current premises to new premises? Please tick **one or both** of the following:

Additional Premises [] Move to new Premises [] Cease premises []
(fee applies) (fee applies) (no fee applies)

New address:		
Number and Street _____		
Suburb _____	Postcode _____	
Date intending to commence at new address:/...../.....		
Is this the new Principal place of business: Yes [] No []		
Is there a new postal address: Yes [] No []		
If yes, please provide _____		Postcode _____
For a dealer's licence - Please provide the name of the proposed Yard Manager at this premises: _____ Licence Number: MY _____		
Ceased address:		
Number and Street _____		
Suburb _____	Postcode _____	
Date you intend to cease trading at this address:/...../.....		

Local Government Approval

You must provide written approval from the local government authority for each additional/new fixed premise to be used for the purposes of the licence/s along with details of any special conditions or restrictions imposed by the Authority. This approval can be a planning certificate or copy of the written approval specifying the address of the premises, in the form of a letter or other confirmation.

This application cannot be considered unless the local government approval has been provided. Some exemptions apply, for further information please contact the Licensing Advice Line on 1300 30 40 64.

4. REMINDER for Motor Vehicle Repair Business licences only

If you hold a motor vehicle repair business licence you cannot allow any other person, in connection with your business, to perform repair work unless they hold an individual repairer's certificate or are being adequately supervised by a certified repairer.

Remember that your business must engage **1 certified repairer to supervise every 3 uncertified repairers** to provide adequate and effective oversight of the work being performed.

5. DECLARATION

I declare that the information and documents given with or in support of this application, whether or not provided at the time of lodgement, are true and correct. I understand that providing a false or misleading statement in an application is an offence. I also declare that I am authorised to make this application on behalf of the licensee.

Applicant/Representative: Date:
(Signature)

FEES AND LODGEMENT

APPLICATION FEES

If this application applies to both a motor vehicle dealer and repair business licence you must pay the relevant fees relating to each licence.

*Motor Vehicle Repair Business

The fee to add or change a **Mobile Premise** is [\\$63.80](#) for each vehicle.

The fee to add or change a **Fixed Premise** is [\\$127.00](#) for each site.

*Motor Vehicle Dealer / Car Market Operator

The fee to change a **Fixed Premise** (i.e. moving the business from one site to another) is [\\$133.50](#).

The fee to add additional **Fixed Premises** is [\\$812.00](#) for each new site.

*All fees are non-refundable, exempt from the GST and are subject to change without notice.

No fee applies to **removing (ceasing)** premises however, all premises (including mobile premises for repair businesses) that the licensee operates from, must be approved under the relevant legislation. The licence/s or registration must at all times continue to have at least one Authorised Premises.

LODGING YOUR APPLICATION

Your application can be processed only if all the relevant information and supporting documentation is provided. Cheques are to be made payable to the Commissioner for Consumer Protection. If paying by **credit card**, please complete the credit card payment details section below.

You can lodge your application:

By post addressed to -

Licensing Branch
Consumer Protection
Department of Commerce
Locked Bag 14
Cloisters Square
PERTH WA 6850

In person at -

Department of Commerce
Consumer Protection
Ground Floor
219 St Georges Terrace
PERTH

Licensing staff are available at this office to check your application at lodgement.

By drop off service to -

Department of Commerce
Consumer Protection
Unit 4, 321 Selby Street
OSBORNE PARK

Applications lodged at this office will not be checked at the counter.

CREDIT CARD PAYMENT DETAILS - Application to change Authorised Premises

Card Type	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	(Only Visa and Mastercard accepted)
Card Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Holder	<input type="text"/>		Please print
Expiry Date	<input type="text"/>	<input type="text"/>	Amount \$ <input type="text"/>
Signature / Authorisation	<input type="text"/>	Date	<input type="text"/>
